

**EFFECTIVE**

August 1, 2021.

**Subject(s)**

Added fingerprint policy references for the Guardianship Assistance Program (GAP), including:

- LiveScan fingerprint code.
- Utilizing the CWL-1326, Licensing Record Clearance Request for Guardianship Assistance cases.
- Fingerprint process for Guardianship Assistance applicants.
- Altering of signatures or dates of signature will result in the rejection of the fingerprints. The applicant's signature and date must be clear to ensure consent and authorization was obtained prior to capturing the fingerprints.

*Reason:* Update to GAP requirements.

Security Awareness Training (SAT) certificates must be maintained in all employee personnel files and/or their LMS transcripts to confirm completion of training.

*Reason:* Clarification.

Updated MiSACWIS security requirements to deactivate access to MiSACWIS for a CPA employee who is arrested or convicted of a crime, up to and include termination or change of employment.

*Reason:* Updated MiSACWIS security process.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

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